

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highly responsible position of chief officer over all fire department operations. The class of Fire Chief includes administrative and supervisory duties as well as the direction and control of fireground operations. The employee of this class directs all fire suppression and emergency operations, sets management policies, goals and objectives for the department, prepares an operating budget, locates grant funding and organizes the personnel management functions of the department. The Fire Chief works independently, reporting to the Red River Parish Board of Commissioners.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies and determines goals and objectives for the department. Organizes the department by creating a structure which includes functional and territorial divisions that best utilize available resources in providing fire protection services for the community. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Identifies target areas for improvement in productivity or effectiveness. Develops and initiates programs and procedures to improve the quality and effectiveness of service. Supervises a program of pre-fire planning in order that the department might be prepared to provide rescue and fire fighting services to the community in the most efficient manner possible. Monitors any local conditions which may create situations the department may be called upon to handle. Attends conferences, conventions, training courses, and other educational meetings to keep informed on modern fire fighting methods and administrative practices.

Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates. Supervises the expenditure of funds allocated for fire department operation, making sure they are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and ensures they are paid in accordance with departmental policy. Locates grants available for fire protection and prevention projects and administers grant-funded projects. Assures that grant provisions are met and funds are used as specified in the proposal. Manages the recording of expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records.

Oversees the process of maintaining an inventory of supplies and equipment, including providing a process for ongoing review of available supply and equipment items, for ordering of items for which a need is anticipated, and for storage of available items. Reviews products by meeting with sales representatives and evaluating specifications for products to be purchases. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Prepares specifications on new fire department equipment for public bids. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings or assigns such to qualified department personnel.

Establishes policy concerning what information should be included in all records of the department, determines in what form this information should be kept, how long it should be retained, and provides for the security and privacy of all information which is not a part of public record. Reviews records completed by subordinates and periodically inspects record keeping systems and facilities. Writes public service announcements, news releases, newspaper articles, or any other type of official department position paper for publication. Writes letters in answer to written or oral requests addressed to the fire department or as needed to address the needs of the service. Writes requests for grants or other special funds to aid in the operation of the department. Personally completes any forms or records required of the chief administrative officer.

Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes assignments. Reevaluates decisions as necessary during operations and implements new objectives and task assignments as necessary. Directs and monitors intermediate command staff members who are responsible for various aspects of the operation, ensuring that objectives are met in accordance with procedures set in the emergency management plan. Directs the handling of emergencies involving hazardous materials, including identifying the material involved, assessing the risk to the community, and taking any action necessary to safeguard citizens. Directs fire department equipment and personnel when the department is called to assist with special tactical situations such as highway accidents, bomb threats, downed power lines, or any other situation which might result in a fire. Develops and maintains a system to provide for organizes rapid care for persons suffering from injury or illness. Establishes and implements effective fireground communication procedures to avoid confusion and promote maximum effectiveness of fireground operations.

Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most efficiently provides the required service while minimizing expense. Establishes and maintains a system of line personnel inspections to exercise control through the processes of observation and review by supervisory personnel who have direct

responsibility for a particular function or activity. Establishes and maintains a balance of meeting employee needs for communication, confidence, trust, status, and healthful surroundings without jeopardizing organizational goals. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Assists in the development of and administers a comprehensive personnel plan providing for employee compensation and benefits. Adjusts work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes employee evaluation reports. Interviews prospective employees and makes recommendations for hiring.

Supervises on-the-job training for department members, including explaining policies, procedures, rules, and providing assistant in technical areas of work. Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the department. Oversees instruction for formal classroom training provided as a part of the department's training program. Acts as a consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and fire protection efforts when required.

Oversees the general care, maintenance, and use of department equipment, vehicles, stations and grounds, and other related property. Ensures proficiency in the use of department equipment and apparatus by practicing at a fire station or other designated training facility.

Promotes a positive public image of the work of the department in daily performance of duties by interacting with community members in both emergency and non-emergency situations. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any other related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE REQUIREMENTS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire department operation and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must have at least ten (10) years of experience in fire service positions, at least five (5) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.